

How do I Purchase Periodicals for the Library?

The FOUR magazine vendors that are now contracted in FAMIS are:

WT Cox Subscriptions

Vendor Number: WTC05400
Contract Number: PS65236
Address: 201 VILLAGE ROAD
SHALLOTTE, NC 28470
Contact: Tina R. Evans
Email: tevans@wtcox.com
Fax: (877) 755-6274
Phone: (800) 571-9554

Alini Magazines

Vendor Number: ALI055000
Contract Number: PC65233
Address: 961 OAKWOOD PLACE
PLAINFIELD, NJ 07060-3437
Contact: Gerald Zukowski
Email: gzukowski@aliniimag.com
Phone: (908) 791-4445

Island Magazines

Vendor Number: ISL800091
Contract Number: PC65240
Address: 32 BASCOM PLACE
STATEN ISLAND, NY 10314
Contact: Robert Levine
Email: islemag@aol.com
Phone: (718) 698-2791

EBSCO Subscriptions

Vendor Number: EBS011000
Contract Number: PC65237
Address: 17-19 WASHINGTON STREET
Tenafly, NJ 07670
Email: ebscorb@ebSCO.com
Phone: (800) 753-2726

Magazine Purchasing Process

1. Be prepared before you buy. Contact the vendor you are interested in purchasing from with a list of magazines that you would like to acquire. It is not necessary to obtain bids from each of the vendors, but it would be helpful to know how magazine prices differ from one vendor to another.
2. Once you have your price list and quote, log in to FAMIS. Go to Purchasing/Contracted/Listing Applications.
3. Enter the appropriate vendor number and retrieve the vendor information. Pull down the contract number and click next.
4. Enter the appropriate invoice and delivery information. NOTE: Schools are large and busy buildings. It is essential to have the Library and Librarian's name listed on the delivery information for the magazines to be routed to the library.
5. Enter the proper budget by adding a spending account line. Funds from object code 337 or 338 can be applied for purchases for the library.
6. Enter "n/a" for item number.
7. Enter "magazines for school library quote #XXXXXX – See attached list" in the description box. Enter "list" for unit of measure. Enter "1" for quantity and enter the net price.
8. Click off the box "I have a printed list of items."
9. Submit the order. Once the order is approved, print a copy of the purchase order and send it to the appropriate vendor with the quote for the magazines.